



U.S. General Services Administration

Federal Acquisition Service

SUBCONTRACTOR REPORTING 8(a) STARS II GWAC

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January 17, 2013

THE IMPOSSIBLE MADE POSSIBLE

Subcontracting can open a world of possibilities! By subcontracting with large and/or other small business firms your company may be able to bid on and participate in contracts that it could not otherwise competitively pursue on its own. What seemed unattainable because of limited resources, staffing, capital, experience, etc may be attainable by subcontracting.



AGENDA

- ☆ Regulatory Requirements
- ☆ Subcontracting (Sub-K) Reporting Requirements
- ☆ Sub-K Report Notifications
- ☆ Sub-K Reporting Categories
- ☆ GWAC Management Module (GMM) Input
- ☆ Performance Improvement Plan
- ☆ Pricing Tool
- ☆ Question/Response
- ☆ Contact Information

REGULATORY REQUIREMENTS

13 CFR 125.6

FAR Clause 52.219-14 Limitation on Subcontracting

15.2.* In accordance with the 13 CFR 125.6, and associated FAR Clause 52.219-14, a small business concern contracting for services will perform at least 50 percent of cost of the contract incurred for personnel with its own employees. Similarly, STARS II prime contractors are expected to perform a meaningful amount of work/add significant readily-identifiable value on each Order to prevent pass-through situations.

* Contract Administration Section



SUB-K REPORTING REQUIREMENTS

16.1.* Prime contractors shall follow the subcontracting reporting process established for 8(a) certified firms at 13 CFR 124.510. Contractors shall maintain up-to-date records concerning subcontracting costs and shall submit the standardized report found on the 8(a) STARS II website semi-annually (using the contract year) no later than 30 calendar days after each six-month reporting period (RP).

*Contract Administration Section

SUB-K REPORTING REQUIREMENTS CONT'D

16.1.1* Subcontracting reporting periods for Stars II are as follows:

Semi-annually each calendar year on 30 Jun and 31 Dec

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SUB-K REPORT NOTIFICATIONS

☆ **Courtesy Email**

Monthly Reminder (Jan - May and Jul - Nov)

Semi-annual Reporting Requirement Reminder (Jun & Dec)

☆ **Contract Specific Sub-K Report**

'Small Business GWAC Subcontracted Dollars
Report'



SUB-K REPORTING CATEGORIES

1. **No Task Order Award**, which does not require any action.
2. **Task Order Award but no subcontracting** – If you have not subcontracted any work on STARS II order(s). **16.3.* A negative report is required** when there is no activity or no subcontracting in the preceding six months. To satisfy the negative report requirement, send an email to the STARS II email address at s2@gsa.gov with a statement of “**NO SUBCONTRACTING ACTIVITY TO REPORT FOR THIS REPORTING PERIOD**”. The negative report submitted should contain the contractor’s STARS II contract number and report period in the email subject line.

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SUB-K REPORTING CATEGORIES CONT'D

3. **Task Order Award**, which has **not invoiced or received payment** by the end of the reporting period- If you have subcontracted work on the STARS II order(s) but have not received payment for invoices, send an email to the STARS II email address at s2@gsa.gov with a statement of **“NO SUBCONTRACTING ACTIVITY TO REPORT FOR THIS REPORTING PERIOD”**. The negative report submitted should contain the contractor’s STARS II contract number and report period in the email subject line.

4. **Task Order and subcontracting** – submit your subcontracting data via the GMM of ITSS.

GWAC MANAGEMENT MODULE INPUT

Subcontract reporting is done in the GWAC Management Module (GMM) in ITSS - the same system where you report your orders, invoices and pay the CAF. The basic steps on how to enter the data in the GMM are:

- 1) Login to GMM via itss.gsa.gov
- 2) Search for your organization's STARS II order(s)
- 3) Select an order
- 4) Scroll down to the bottom of the order data page and click the "Edit" button
- 5) Once in edit mode, scroll to the section titled "Small Business Subcontracting Data"

GWAC MANAGEMENT MODULE INPUT CONT'D


- 6) Enter the information required in the boxes
- 7) Click the "Add Line Item" button
- 8) If applicable, repeat steps 6 and 7 for each subcontractor
- 9) When finished adding subcontracting data, scroll to the bottom of the page and click "Submit"
- 10) Repeat the process for each STARS II task order

GWAC MANAGEMENT MODULE INPUT CONT'D

Small Business Subcontracting Data

This section indicates the amount of work subcontracted under this particular order. This information will be used to ensure that the amount of work subcontracted does not exceed 50% of the total amount of work completed pursuant to FAR 52.219-14 (Limitation on Subcontracting). If work is subcontracted to a company that is exempt from the allowable 50% (applicable to the VETS GWAC only, please reference 13 CFR 125.6), you may indicate this below. Only small business set-aside prime GWAC awardees are required to complete this section.

One item found.

Company Name	DUNS Number	Exempt	Total Amount Subcontracted	
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	\$ <input type="text"/>	

Computed Total : \$0.00

Add Line Item

Submit

Cancel

This is a U.S. General Services Administration Federal government computer system that is "For Official Use Only".
Privacy Statement

PERFORMANCE IMPROVEMENT PLAN

16.2.* Each STARS II industry partner is required to submit subcontracting data semi-annually in the GWAC Management Module of ITSS (<https://web.itss.gsa.gov/Login>) as stated in paragraph 16.1 above. This reporting is a mandatory requirement of the contract. An industry partner's failure to comply with this obligation will result in corrective action, i.e., performance improvement plan, option not exercised, and possible contract termination.

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PERFORMANCE IMPROVEMENT PLAN CONT'D

The Performance Improvement Plan, also known as a "Get Well Plan", is an action plan. It identifies the specific steps your firm will take to get your company back in compliance with the terms and conditions of the 8(a) STARS II contract - i.e. timely reporting and, if applicable, compliance with the limitations on subcontracting clause.

Problem + Corrective Steps = Solution (Success!!)

NEW – 8(a) STARS II PRICING TOOL

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8(a) STARS II Pricing

[View the 8\(a\) STARS II Pricing Tool](#)

The 8(a) STARS II Pricing Tool allows users to view fully burdened labor hour ceiling rates for 8(a) STARS II industry partners. This self-service tool allows acquisition personnel to quickly perform market research to make better business decisions.

Users have the ability to:

- Filter search results by constellation, functional area, industry partner, labor category, work site, contract year, and geographic locality
- Select price statistics
- Download results to Excel and print

The loaded hourly labor rates in the 8(a) STARS II Pricing Tool include wages, overhead, general and administrative expenses, and profit for work performed in the continental United States. They apply only to time and materials and labor-hour orders. They include the 0.75 percent contract access fee.

What you should do

Ordering contracting officers can use these ceiling labor rates to estimate the total cost of the order and the Independent Government Cost Estimate (IGCE). You must determine:

- Whether the total price for the order is fair and reasonable given the requirements of each order
- The appropriate level of effort and mix of labor to perform the task
- The appropriate contract type

Contract pricing and competition

All contract holders must be provided a fair opportunity to be considered for all orders in accordance with Federal Acquisition Regulation (FAR) 16.505 unless an exception applies. Exceptions include an urgent need, a follow-on, and a minimum guarantee with an industry partner (the full list of exceptions is in [FAR 16.505\(b\)\(2\)\(i\)-\(iii\)](#)). You must document exceptions.

Directed task orders up to \$4 million over the life of the task order to include all option periods are permitted on the 8(a) STARS II GWAC without the need for competition (16.505(b)(2)(i)(E)). For task orders above the \$4 million threshold, fair opportunity must be provided in accordance with applicable regulation.

If you allow adequate price competition, generally you do not need any more information to determine whether the cost or price is reasonable. You can find guidelines on adequate price

CONTACTS

8(a) STARS II
(877) 327-8732

- s2@gsa.gov
- [View Contact Details](#)

Contracting Officer: Misty Claypole
(816) 823-3346

- misty.claypole@gsa.gov
- [View Contact Details](#)

Business Development: Lori Hanavan
(816) 823-1492

- lori.hanavan@gsa.gov
- [View Contact Details](#)

USING 8(A) STARS II

Required steps

- Attend training
- Request a delegation of procurement authority
- Issue the task order
- Report contract actions
- Review past performance

Optional services

- Request a scope compatibility review
- Request a capabilities statement


E-TOOLS

- eBuy - submit RFPs and RFQs
- AAS Business Systems Portal - develop purchase and delivery orders and report and review sales
- Subscribe to GSA publications

WHAT IS A GWAC?

A Governmentwide Acquisition Contract (GWAC) is a pre-competed, multiple-award, indefinite delivery, indefinite

PRICING TOOL CONT'D


8(a) STARS II Pricing Tool
Tutorial

Price Layout (Drag & Drop)


- Location
- Industry Partner
- Labor Category
- Work Site
- Year

Column Grouping

- Industry Partner

Row Grouping

- Labor Category
- Year






Reset Layout

Price Filter

To get started first select a Constellation, then Functional Area and Labor Category; then click Update button. If desired, other attributes may be changed as well.

Constellation: **Constellation I**
 Functional Area: **FA3 - NAICS 541513 - Computer Facilities Management**
 Industry Partner: **7 of 362 Industry Partners selected**
 Labor Category: **3 of 141 Labor Categories selected**

Work Site: **Government Site**
 Contract Year: **5 of 5 Contract Years Selected**
 Geographical Location: **Washington DC Locally**

 **Update**
 **Cancel**
 **Reset Filter**
 **Save To Excel?**

All 4 statistics selected

Show **10** entries

Price Table for "CI","FA3","Washington DC Locally","Government Site"

Contract Year	Min	Max	Mean	Median							
Labor Category - Applications Systems Analyst/ Programmer - Intermediate											
Year 1	\$62.72	\$79.67	\$72.33	\$73.71	\$73.77	\$73.59	\$73.71	\$79.67	\$62.72	\$69.06	
Year 2	\$64.48	\$81.26	\$74.26	\$75.72	\$76.73	\$75.72	\$75.92	\$81.26	\$64.48	\$70.44	
Year 3	\$66.28	\$82.89	\$76.24	\$77.92	\$79.79	\$77.92	\$78.20	\$82.89	\$66.28	\$71.85	
Year 4	\$68.14	\$84.55	\$78.29	\$80.18	\$82.99	\$80.18	\$80.54	\$84.55	\$68.14	\$73.29	
Year 5	\$70.05	\$86.31	\$80.38	\$82.50	\$86.31	\$82.50	\$82.96	\$86.24	\$70.05	\$74.75	
Labor Category - Business Process Consultant											
Year 1	\$86.59	\$121.87	\$97.95	\$92.23	\$105.98	\$99.00	\$92.23	\$121.87	\$91.86	\$86.59	
Year 2	\$88.32	\$124.31	\$100.58	\$95.00	\$110.22	\$101.87	\$95.00	\$124.31	\$94.43	\$88.32	
Year 3	\$90.09	\$126.79	\$103.28	\$97.85	\$114.63	\$104.83	\$97.85	\$126.79	\$97.08	\$90.09	
Year 4	\$91.89	\$129.33	\$106.06	\$100.78	\$119.21	\$107.87	\$100.78	\$129.33	\$99.79	\$91.89	
Year 5	\$93.73	\$131.92	\$108.92	\$103.81	\$123.98	\$110.99	\$103.81	\$131.92	\$102.59	\$93.73	

QUESTION / RESPONSE



CONTACT INFORMATION

☆ **IT- Solutions Shop (ITSS) - GMM**

U.S. General Services Administration

AAS Business Systems Portal

Website: <https://portal.fas.gsa.gov/group/>

Phone: AASBS Helpdesk: 877-472-4877

Email: AASBS.helpdesk@gsa.gov

8(a) STARS II TEAM

☆ Small Business GWAC Division

Website: <http://www.gsa.gov/8astars2>

Phone: (877) 327-8732

Email: S2@gsa.gov



- ☆ Misty Dunnington (CO)
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**THANK YOU
for
YOUR TIME and ATTENDANCE**